



Congratulatory Message Service



Congratulatory Message Service
Department of Internal Affairs
PO Box 805, Wellington 6140



What is this Service?

The Congratulatory Message Service is a way of acknowledging specific wedding anniversaries and 100th birthdays and over. This service is available to all New Zealand citizens and permanent residents.

What are Congratulatory Messages?

Congratulatory Messages (cards and letters) are sent by HM The Queen, HE The Governor-General, the Prime Minister, the Minister of Internal Affairs, the Minister for Senior Citizens and the local Member of Parliament.

What Anniversaries are eligible for Messages?

The Congratulatory Message Service is available for couples celebrating their:

50th Wedding Anniversary (Golden)
55th Wedding Anniversary (Emerald)
60th Wedding Anniversary (Diamond)
65th Wedding Anniversary
70th Wedding Anniversary
75th Wedding Anniversary

and for people celebrating their 100th birthdays and over.

Full details on who sends the messages are as follows:

50th Wedding Anniversary (Golden)

HE The Governor-General, the Prime Minister, the Minister of Internal Affairs and the local Member of Parliament

55th Wedding Anniversary (Emerald)

The Prime Minister, the Minister of Internal Affairs and the local Member of Parliament.

60th Wedding Anniversary (Diamond)

HM The Queen, HE The Governor-General, the Prime Minister, the Minister of Internal Affairs and the local Member of Parliament.

65th Wedding Anniversary

HM The Queen, HE The Governor-General, the Prime Minister, the Minister of Internal Affairs and the local Member of Parliament.

70th Wedding Anniversary

HM The Queen, HE The Governor-General, the Prime Minister, the Minister of Internal Affairs and the local Member of Parliament.

75th Wedding Anniversary

HM The Queen, HE The Governor-General, the Prime Minister, the Minister of Internal Affairs and the local Member of Parliament.

100th birthday

HM The Queen, HE The Governor-General, the Prime Minister, the Minister of Internal Affairs, the Minister for Senior Citizens and the local Member of Parliament.

101st plus birthday

The Prime Minister, the Minister of Internal Affairs, the Minister for Senior Citizens and the local Member of Parliament.

105th birthday

HE The Governor-General, the Prime Minister, the Minister of Internal Affairs, Minister for Senior Citizens and the local Member of Parliament.

How do I go about arranging a Message?

By completing the Congratulatory Message Service Application Form at the end of this pamphlet. Additional forms are available from the Congratulatory Message Service, PO Box 805, Wellington 6140, telephone: 04 470 2974 or fax: 04 470 2921 (Attention: Congratulatory Message Service), or visit our website: www.dia.govt.nz, or email us: congrat@egs.govt.nz.

What information do I need to supply?

The following details are required by the Congratulatory Message Service:

- The full name(s) of the person(s) to whom the message is to be sent;
- Their full home address (and address where the message is to be delivered if different from the home address);
- Their date and place of birth or marriage (copies of birth certificate or marriage certificate should be included). Failure to include a copy of the relevant certificate will cause some delay in your application. Please also note that other methods of confirmation are acceptable where original documentation has already been sighted by another government department e.g. passport, driver's licence (for 100th plus birthdays), etc;
- The name and electorate of their local Member of Parliament (if known);
- The home address and telephone number of the person supplying the above information.

What next?

Once the form is completed, it should be forwarded to the address or fax number above as soon as possible. If you wish to send your request by email, please send it to congrat@egs.govt.nz.

How do I know if the information has been received?

You will receive a confirmation letter within one week of your application being sent to the Congratulatory Message Service. To ensure a letter is sent to you, do not forget to include your name and address. Email addresses can also be included, as well as a contact telephone number, in case the Service needs to contact you regarding your request.

Is there a deadline for lodging a request?

It would be appreciated if details of the impending celebration are with the Congratulatory Message Service at *least one month before the event*. Applications received with less than one month's notice will be accepted but we are unable to guarantee that messages will be processed in time for the celebration. Belated messages can be sent for up to three months after the date of the actual anniversary or birthday. Late applications received after this time will not be processed.

If there are any changes to the information supplied, these should be forwarded to the Congratulatory Message Service as soon as possible.

THE DEPARTMENT OF INTERNAL AFFAIRS

Te Tari Taiwhenua

Acknowledgments: Photographs on cover page are of Mr and Mrs Cecil and Leone Hamilton on the celebration of their 75th Wedding Anniversary on 11 February 2000 and Mr Cecil Hamilton on the celebration of his 100th Birthday on 26 March 2000. Photographs are reproduced with written permission from Mr and Mrs Hamilton and by courtesy of the Waikato Times.

CONGRATULATORY MESSAGE SERVICE APPLICATION FORM

OCCASION

FULL NAME OF MAN
(Mr, Dr)

FULL NAME OF WOMAN
(Mrs, Miss, Ms, Dr)

MAIDEN NAME

PREFERRED NAME(S)
(as will appear on messages)

ADDRESS WHERE
RESIDING

ADDRESS FOR MESSAGES
(if different from above)

ELECTORATE (if known)

DATE OF
MARRIAGE/BIRTH

PLACE OF MARRIAGE/
BIRTH

DATE OF CELEBRATION

NAME AND ADDRESS OF
INFORMANT

(Complete if you wish to
receive a confirmation letter)

TELEPHONE/FAX

EMAIL ADDRESS

Please provide a copy of a birth/marriage certificate if possible

